

16 December 1981


MEMORANDUM FOR: Director of Data Processing
THROUGH: Acting Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
16 December 1981

STAT

has completed backup training in the ODP Registry and on 14 December assumed responsibility for central secretarial functions in the Admin Staff. This will include responsibility for conference arrangements and beginning 01 January 1982, the ODP T&A program.

SIGNIFICANT EVENTS FOR THE COMING WEEK:

Real Estate and Construction Division, Office of Logistics, will submit final drawings for Floors 1, 2 and 3 of the Credit Union building to GSA on 18 December 1981.


Chief, Admin Staff, ODP